

J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: February 4, 2008

MEETING LOCATION: STORY HOUR ROOM

PRESENT:

- ☐ Kelly, Sandra
- ✓ Price, Robert, Chair
- ✓ Wrobel, Jack
- ✓ Fleckner, Marianne, Treasurer
- ✓ Diercks, Buffie (Elizabeth), Secretary
- ✓ Koester, Hajo
- ✓ Rainville, Ellen, Director
- ✓ Nolen, India, Assistant Director

ABSENT:

- ✓ Kelly, Sandra
- ☐ Price, Robert, Chair
- ☐ Wrobel, Jack
- ☐ Fleckner, Marianne, Treasurer
- ☐ Diercks, Buffie (Elizabeth), Secretary
- ☐ Koester, Hajo
- ☐ Rainville, Ellen, Director
- ☐ Nolen, India, Assistant Director

GUESTS:

I. CALL TO ORDER: 7:38 PM

II. SIGNING OF WARRANTS:

<i>Trust Fund</i>	<i>Description</i>	<i>Expenditures</i>	<i>Deposits</i>
Library Trustee Acct., #672	NELA – Sheridan & Rainville memberships	\$140.00	
All Purpose Trust Fund, #673			
Library Book Fund, #674			
Lecture Trust Fund, #675	MA Department of Conservation – museum passes	\$70.00	
J. V. Fletcher Library Trust Acct., #676	Printing Solutions – town wide mailing	\$1,349.91	
E.D.R. Cont. Education Trust Fund, #677	Kira McGann – Two YA conferences	\$210.00	

III. MINUTES:

- A. Approved as amended: January 7, 2008 Hajo/Jack 5-0-1
- B. Drafts Pending: January 31, 2005 and March 7, 2005

IV. APPROVAL OF TREASURER'S QUARTERLY REPORT: Jack/Marianne 5-0-1

- A. Mid-year report of Trust Fund activity – questions and discussion
- B. Next meeting we will review and discuss the various investment strategies and performance

V. REPORT OF THE DIRECTOR: Marianne/Jack 5-0-1

- A. Personnel, Staffing, and Volunteers
 - a. Request for hiring freeze waiver was granted
 - b. Will advertise soon for the Head of Youth Services position

- c. All CWA staff are being reviewed and completing a final review of their job description
- B. Facility/Capital
 - a. Phase II is essentially completed with a few minor items to finish
 - b. Heat Pump replacement has been ordered
 - c. Lighting project plan begun with Mercier Electric
 - d. We will talk further about overall facility needs in March
- C. Technology
 - a. New telephone system is now installed
 - b. All migration to the new phones will happen once training is complete
- D. Collections, Programming, and Services
 - a. Collection weeding will need to be continuous to keep up with limited space issues
 - b. Services Incident report
 - i. An incident report has been filed re. a belligerent patron who implied a threat to another patron
 - ii. Contact was made with Westford police
 - iii. A sanction letter will be imposed stating that “based upon this incident” the patron has violated our code of conduct and may not return to use the J.V. Fletcher library
 - iv. A copy of the J.V. Fletcher Code of Conduct Policy will be included with this letter and will be sent via certified mail to the patron
- E. Grants and Gifts
 - a. Final deposit of gifts to the Benefactors’ Fund in honor of Sam Frank has been completed
- F. Fiscal News
 - a. Town Manager’s recommendation will remove Summer Saturday hours
 - b. Joint Boards meeting this Thurs., Feb. 7, will discuss the FY 09 budget items
- G. Marketing
 - a. Have begun to update the Publicity and Program manual
- H. Policy Review: a draft policy on Collection of Donated Items as a community service are discussed below at New Business
- I. Director’s Goals FY 08
 - a. Goal 4 – summer hours will not be in the FY 09 budget
- J. Professional News – if any Trustees are interested in potentially being part of the new Town Manager screening committee, let Ellen know.

VI. REPORT OF COMMITTEES:

- A. Trustee Goal: brainstorm potential Facility Needs Committee members
 - a. Money may not be available for the feasibility study, but we still need to plan ahead to be ready - Ellen will look into the possibility of perhaps having a Simmons intern to conduct this feasibility study for their study and credit.
 - b. Keep working on facility needs list – staff is helping to produce this

- c. Start to tour other libraries
- d. Begin to form a group who can study and communicate these needs with the Trustees

VII. COMMUNICATIONS:

- A. New MBLC and Library website address (implications for Trustee CD)
 - a. Address will no longer be www.mlin.org
 - b. New address will be <http://mass.gov/libraries>
 - c. Trustee Manual links will need to use this
- B. Director's Annual Report draft reviewed and suggestions made
- C. Trustees' Annual Report draft reviewed – need to get any suggestions to Bob ASAP

VIII. UNFINISHED BUSINESS:

- A. Capital/Facility Improvements update –
 - a. Whatever the recommendation is may not have any Town match for Phase 3
 - b. If so, funding will have to be revisited with the Friends'.
 - c. If budget funds are not supporting this, work may begin sooner and not be subject to minimum wage controls.
 - d. Joint Boards Meeting will be this Thurs., Feb. 7th at 7:30
- B. Town Manager's FY 09 Budget and Capital Recommendation - Budget hearing will be Sat., Feb. 16 @1:45 pm
- C. Library Improvement [Beautification] Project update – see above in Capital/Facility
- D. Schedule Facility Walk-through – not done

IX. NEW BUSINESS:

- A. New Policy on Collection of Donated Items as a Community Service
 - a. First reading
 - b. Discussion with comparison to Community Bulletin Board Policy begun but will continue in March
- B. Brainstorm Trustee Candidates for one-year term
 - a. Talk to people and invite guests to come to next month's meeting
 - b. Candidate nomination signature sheets are due March 18

X. ANNOUNCEMENTS:

- A. Friends' Liaison Report (Diercks) – not given, but info. provided for this:
 - a. Annual Appeal as of 1/17 @\$20,240 with 318 donors: 97 non-members, 168 active members, 53 expired members; 50% new giving
 - b. 2008 Friends' membership drive has been mailed
 - c. Phase 3 Beautification will be supported by Friends' @ \$20,000
 - d. Book Sale coming in Feb. will add Sun. hours to try something new to increase revenue

XI. ADJOURNMENT: Hajo/ Marianne 5-0-1 9:14 PM

Respectfully submitted, *Buffie Diercks*